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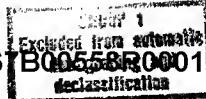
10004

MEMORANDUM FOR: Assistant Director for Computer Services  
SUBJECT : Reallocation of Ceiling Within the DD/SAC

1. I have recently completed the review of personnel needs and utilization of all components of the DD/SAC. This undertaking had three motivations:
  - a. It was a worthwhile management exercise based on its inherent merit.
  - b. It was in compliance with our assurance to the Executive Director that we are doing all possible to make the most economical use of our personnel ceiling authorizations.
  - c. It was designed to allow determinations to be made for some redistribution, if possible, of our total ceiling authorization in order to meet needs which have arisen within the Directorate in the past six months.
2. You will recall that during our discussions of the staffing complement of OCS, we initially identified general job economies that could be made prior to our discussions of the operations of your office and your plans for the future alignment of specific components.
3. While we did not at that time identify specific jobs that could be curtailed for the sake of economy, several areas within your organizational structure were discussed in the light of possible reductions.

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**SUBJECT: Reallocation of Ceiling Within the DD/S&T**

These included the Plans and Administrative Staff and the Indexing Section of the Systems Division.

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4. I have accordingly determined to reduce the ceiling allotment of OCS by a total [ ] positions. This will reduce OCS's total ceiling from [ ] I will leave to your discretion the specific positions to be eliminated, recommending only that you review carefully the areas indicated above in making your final judgements. No reductions will be made at this time in the Automatic Data Processing Division.

5. I understand only too well the administrative difficulties this may impose upon you. It is to be hoped that this reduction may be eased by a careful survey of continuing attrition and an appropriate adjustment of personnel to that attrition. If the reduction of positions creates specific personnel problems, I shall do all I can to assist you in their resolution.

6. Please identify by 1 May 1964 the [ ] positions which you will eliminate. These positions will be removed from your current staffing complement, and appropriate notification given the Executive Director-Comptroller.

25X1

25X1

ALBERT D. WHEELON  
Deputy Director  
(Science and Technology)

Distribution:

Orig & 1 - Addressee  
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1 - [ ] Chrono  
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25X1  
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